



EQUIPMENT MATERIEL OPERATIONS
MANAGER
DEPARTMENTAL PROMOTIONAL SPOT FOR
SACRAMENTO
FINAL FILING DATE: APRIL 10, 2009

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

DEPARTMENTAL
PROMOTIONAL
SPOT FOR

HEADQUARTERS – SACRAMENTO

Candidates may only establish eligibility in THIS location.

WHO MAY APPLY

This is a departmental promotional examination for the Department of Transportation.

1. Applicants must have a permanent civil service appointment with the Department of Transportation as of the final filing date, in order to participate in the examination; **or**
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; **or**
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; **or**
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select **one** department in which to compete.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE**, personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.** THE EXAMINATION TITLE **MUST** BE INDICATED ON THE APPLICATION.

FILE BY MAIL: Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

FILE IN PERSON: Department of Transportation
1727 30th Street, 1st Floor
Sacramento, CA 95816
(916) 227-4788

SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet at <http://spb.ca.gov/jobs/stateapp.htm>.

REASONABLE
ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

\$5446 - \$6574

QUALIFICATIONS
APPRAISAL
INTERVIEW

It is anticipated that qualifications appraisal interviews will be held during May/June 2009.

REQUIRED
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR
ADMITTANCE TO
THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

MINIMUM QUALIFICATIONS	Either I Two years of experience in the California state service performing the duties of an Equipment Materiel Coordinator.
	Or II Three years of experience in the California state service as an Equipment Materiel Manager III.
	Or III Broad and extensive (five or more years) experience in a construction equipment and repair shop parts department or in an automotive repair shop or parts house performing equipment parts duties, at least five years of which shall have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least two years of experience as an Equipment Materiel Coordinator or three years' experience as an Equipment Materiel Manager III.)
ADDITIONAL DESIRABLE QUALIFICATIONS	Education equivalent to completion of the twelfth grade. An Associate of Arts Degree in General Business, Purchasing, Materiel Management, or another closely related subject area.
POSITION DESCRIPTION	This position is the administrative and operational chief of materiel operations. The incumbent supervises staff and gives functional direction to the field equipment materiel operations personnel engaged in materiel management activities which includes procurement, inventories, logistics, production control, audit and security and the disposal of mobile equipment and materiel; and routinely interacts with manufacturers, vendors, other State agencies and departmental staff.
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.</p> <p>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">Types, specifications and identification of specialized construction and mobile equipment, tools, parts, accessories, and supplies.Purchasing methods, ordering, receiving, storing, and issuing practices and procedures including the keeping of receiving, shipping, inventory and disposal records.Hazardous substance handling and record keeping.Parts interchangeability.Electronic inventory accountability systems.Operation of materiel handling equipment.Basic safe work practices to protect their own safety and health and that of others.State of California and departmental purchasing, storing, shipping and safety regulations and procedures, including those for hazardous materials.California Vehicle and Department of Motor Vehicle Registration procedures.Minority, Small and Women-Owned Business Program.The department’s inventory accountability system.Hazardous materials laws and regulations.Contracts.Inventory and records handling and controls.Budget preparation.Training and personnel development practices.Principles of effective supervision.Inventory and audit procedures.The department's labor relations, training, drug awareness and health and safety programs.A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet program objectives.Safety regulations governing shop operation, including facility safety requirements, and a supervisor's role in maintaining an effective Injury and Illness Prevention Program.State and Federal regulations on intrastate and interstate shipping.State and Federal registration and licensing procedures.State regulations on motor vehicle purchasing, inspection, inventory and disposal.State forms and records management regulations.Business administration.Principles and practices of the automotive and heavy equipment spare parts industry.Inventory and production control systems.Audit procedures and inventory security. <p>B. Ability to:</p> <ol style="list-style-type: none">Communicate effectively at a level required for successful job performance.Use and interpret manufacturers’ catalogs and parts lists.Determine specification compliance.Prepare transaction documents for tools, parts, accessories, and supplies.Keep accurate records.Meet and deal effectively with those contacted in the course of business.Understand and carry out oral and written directions.Learn and work with electronic inventory accountability systems.Organize and direct the work of others.Train and lead special program and student assistants.Analyze situations accurately and take effective action.Forecast inventory requirements for parts and materiel.Establish economic order points for inventory control and stock reordering.Reason logically, draw valid conclusions and make appropriate recommendations.Work successfully with others to gain their respect and confidence.Prepare reports.Plan, develop, implement and monitor the work of others.

EXAMINATION
INFORMATION
CONTINUED

18.

Create and run EDP accountability systems.
19.

Supervise the proper operation of shop transports.
20.

Negotiate sale of materiel and equipment to other tax-supported entities.
21.

Prepare specifications for and administer materiel and services contracts.
22.

Manage various materiel recycling programs.
23.

Schedule and audit physical inventories.
24.

Negotiate with vendors on price, delivery and quality of equipment materiel, components and shop tools and equipment.
25.

Design and implement materiel storage facilities, inventory and purchasing systems.
26.

Effectively contribute to the department's Equal Employment Opportunity Program objectives.
27.

Develop, implement and ensure compliance with statewide policies and procedures.
28.

Identify culpable negligence problems and take appropriate action.
29.

Prepare reports and give presentations.
30.

Coordinate the activities of a statewide program.
31.

Review and analyze administrative directives.
32.

Project future industry trends.
33.

Administer the statewide equipment materiel operations program.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filing out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be used to the staff doing the evaluation.

ELIGIBLE LIST
INFORMATION

A departmental promotional spot eligible list will be established for the Department of Transportation in Headquarters. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits are not granted in promotional examinations.

VETERANS
PREFERENCE POINTS

Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility **to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4788**, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.